

# Student Ambassador

# CPHR

CHARTERED PROFESSIONALS  
IN HUMAN RESOURCES

British Columbia  
& Yukon

A Student Ambassador is a bridge between CPHR BC & Yukon and their post-secondary institution. This is an opportunity for enthusiastic, career driven HR students who want to make a difference in their community. CPHR BC & Yukon Student Ambassadors will have the chance to inspire other students and enhance their post-secondary experience, building upon their resume and professional network. ***This is a volunteer role for students who are members of the association at the time of application.***

*“Serving as a CPHR Student Ambassador allowed me to apply my creativity to developing meaningful initiatives and gain direct feedback, supporting both my personal and professional growth. With guidance from SA leads, I collaborated on initiatives that reinforced the value of the CPHR community to students. These experiences equipped me with transferable skills, including problem-solving, collaboration, and communication, that enhanced my classroom learning and prepared me to contribute meaningfully to the HR field.” – Kiyah Sheikh, Student Ambassador for Douglas College 2024 – 2025*

CPHR BC & Yukon values diversity, equity and inclusion (DEI) and we are attuned to the strength and value that DEI brings to our association. To effectively represent our membership, and encourage diverse perspectives, CPHR BC & Yukon is committed to being inclusive at all levels. It is very important that our advocacy and programming efforts are inclusive of all people, especially those from communities that have been traditionally marginalized. We invite participation from members of all ethnicities, genders, ages, abilities, religions, and sexual orientation and encourage those interested in volunteering to share any relevant information about lived experience or background in the more information section at the end of the application.

A summary of the role and application pre-requisites are:

- Represent/be the face of CPHR BC & Yukon on campus
- Support CPHR BC & Yukon strategic objectives, particularly those of the regional Advisory Council
- Interact and engage HR students, faculty and staff in CPHR BC & Yukon activities and opportunities
- Develop strong networks within the local HR community
- **Be a student member in good standing of CPHR BC & Yukon**
- Be enrolled in a post-Secondary institution in a Human Resources Program (preferably a 3rd or 4th year student in a HR undergraduate program, or 2nd year student in a HR diploma program) and be planning to be in school for the coming fall to spring year (i.e. September 2025 – Spring 2026)
- Where an HR Club exists at the school, be a member, and ideally a leader of same – (*nice to have not a requirement*)
- Academic Standing of 2.5 GPA or greater

## Responsibilities

- Expose your post-secondary community to the CPHR BC & Yukon association to increase the profile of both the association and the HR profession with the aim of growing student membership.
- Be familiar with, and promote, information to fellow students on the range of benefits & programs, such as the CPHR designation, mentoring program, networking events, job board, scholarships, HR Toolkit etc.
- Assist or conduct information sessions and presentations (in person or online/virtual) on CPHR BC & Yukon and the HR profession on campus.
- Maintain a good relationship and active communications with relevant HR staff and faculty at the school who are willing to play a support and advisory role; and
- Be a champion of the NKE Accreditation Agreement (if one exists) on campus
- Provide a conduit of information between the local student members and the association, and vice versa to continually improve member service.
- Participate in and attend appropriate other local CPHR BC & Yukon events.
- Participate in and increase social media presence as it relates to the role. Ensure any HR club webpages/platforms are accurate and up to date.
- Be available to answer questions from all relevant parties (or refer them to appropriate staff or resources).
- Attend Student Ambassador meetings with the Advisory Council Post-Secondary portfolios and staff as appropriate.
- Help recruit a replacement Student Ambassador when own term is up and ensure a smooth transition.

## Skills Required

- Strong organizational, time management, and communication skills
- Ability to work with Google documents or other file sharing platforms including #Slack for regular communications
- Outgoing, enthusiastic with great leadership skills
- Innovative self-starter who can figure out on their own how best to communicate with their fellow students, instructors and faculty at their institution

## Benefits

Students will have the opportunity to:

- Gain a better understanding of CPHR BC & Yukon and the HR profession
- Create a broader professional network within the local HR community
- Improve their knowledge and skills of the HR profession
- Gain experience to build their resume
- Have an opportunity for meaningful volunteer, making a difference for their fellow students
- Receive their next Student Membership renewal (or equivalent amount) complimentary

**Commitment & Timeline**

The Student Ambassador cycle follows the academic year of September to May. Ideally the Ambassador will be in place at the beginning of the academic year so recruitment occurs before the summer break i.e. March – May. The commitment for each period is one academic year. Students may be Ambassadors for more than one year. Time commitment approximately 3-5 hours a month, although this may vary significantly depending on activities. Below is an idea of the time commitment:

Activity	Hours Per Month	Notes
Attend monthly or bi-monthly (dependent on region) check-in meetings	1	Attend 75% of scheduled meetings.
Create and distribute correspondence	1	Send docs/information to instructors for them to share with students. share information on online platforms that students use
Chat with students to share information (e.g. at the beginning of class, informal in hallway/on zoom, one-on-one meeting)	1 to 1.5	Invite students to ask you questions about CPHR BC & Yukon and the designation. ask for 1-2 minute at the beginning of class to share upcoming events. if students have lots of questions or would like to learn more, invite them for a longer chat to allow for more intention in-depth conversations.
Attend at least one CPHR BC & Yukon event per month, identifying as Student Ambassador for xx school	1 to 2	Virtually or in-person, length dependent upon event – includes Wake Up HR, Roundtables, HR Connects, Student Symposium etc.
Assist with coordinating CPHR BC & Yukon Student Info events and activities.	Varies	Depending upon schedule and availability and region, could be assisting with HR Industry Night or an Open House type event. Connect with your School Liaison lead or MRM.

Notes:

- Additional time may be given to participate/support or create/maintain a school HR Club.
- If there is more than one student ambassador per school, some tasks above shall be divided up.
- At check-in meetings Student Ambassadors will be asked to report back regarding their activities listed above.